

Friendly Reminder: Payment Due

Dear [Supplier's Name],

I hope this message finds you well. I am writing to kindly remind you that the payment for invoice #[Invoice Number], dated [Invoice Date], is due on [Due Date].

If you have already sent the payment, please disregard this reminder. Otherwise, we would greatly appreciate your prompt attention to this matter.

Please let me know if you have any questions or require further assistance.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]